

STATE OF CALIFORNIA

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OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
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Date: October 17, 2002

LEAVE ACCOUNTING LETTER # 02-028

To: All Agencies/Campuses in the California Leave Accounting System (CLAS)

From: RON HUTCHESON, Manager
Customer Support Section

Re: LEAVE ACCOUNTING TRAINING CATALOG FOR THE WINTER 2003 SEMESTER

This memo announces a change in the enrollment process for CLAS training programs and provides the latest information regarding CLAS training courses for January through March, 2003.

Prior to scheduling specific dates for CLAS training, a Needs Assessment survey will be conducted. The Needs Assessment will indicate to us the demand for training and help the Customer Support Section plan classes accordingly. Once completed, agencies/campuses will be contacted and based on their completion of the Needs Assessment form, employees will be enrolled in available training classes.

TRAINING ENROLLMENT

On October 23, 2002, a Needs Assessment form will be electronically distributed to all CLAS agencies/campuses. In order to create an equitable process for all agencies/campuses when responding to the Needs Assessment, we request that the agency/campus Training Coordinator complete the form and return it NO EARLIER than 8:00 AM on October 23, 2002 and no later than the close of business on October 29, 2002. Please return the form to Joan Collins, Training Administrator, at jcollins@sco.ca.gov, or via FAX at (916) 324-7293. PLEASE NOTE THAT NO PHONE CALLS WILL BE ACCEPTED IN LIEU OF THIS PROCEDURE.

By November 8, 2002, the CLAS Winter 2003 Training Schedule will be published via electronic mail. On November 12, 2002, the Training Administrator will begin contacting each agency/campus Training Coordinator IN THE ORDER THAT THE NEEDS ASSESSMENT FORMS WERE RECEIVED.

When selecting a location for refresher training, please indicate

the nearest city for which you know your agency/campus will provide travel funds and which you are sure the trainees will be able to attend. If there are not cities that meet these criteria, refer to the 'CONSULTATIONS/SPECIAL REQUESTS' section of this letter.

CONFIRMATION OF ENROLLMENT

Each scheduled trainee and the agency/campus Training Coordinator will receive an electronic mail confirmation letter approximately 30 days prior to the class date. This letter will contain important enrollment information including class dates, duration of class, times and location.

CANCELLATION REQUIREMENTS

To cancel an enrolled trainee, contact the Training Administrator at (916) 322-1245, via e-mail at jcollins@sco.ca.gov or the California Relay Service at 1-800-735-2922 (TDD) NO LATER THAN TWO WEEKS BEFORE THE CLASS. It is important that the "two weeks before" guideline be followed so that other trainees have an opportunity to enroll in the vacated spot.

ENROLLMENT SUBSTITUTIONS

Substitutions will be accepted provided the substituting trainee meets the prerequisites set for the class.

COURSE REQUIREMENTS

Prerequisites ensure that each trainee succeeds in comprehending the subject matter offered in the class. Trainees who lack the required experience may have difficulty with the material and detract from the class. Therefore, if a trainee is unable to maintain the pace of the sessions, the instructor may request they return to their agency/campus.

CONSULTATIONS/SPECIAL REQUESTS

If your agency/campus requires a consultation or has a special training request, contact the Leave Accounting Liaison Unit at (916) 327-0756.

COURSE DESCRIPTIONS AND PREREQUISITES

Course: CLAS Initial Training - (2 1/2 Days)

THIS COURSE IS ONLY OFFERED IN SACRAMENTO AT THE STATE CONTROLLER'S OFFICE.

CLAS Initial Training is a "hands-on" training program that covers the fundamentals of CLAS and is recommended for all new CLAS users. Trainees will access the CLAS Training Database and

through the use of various exercises, will learn how to access, navigate through, and update the CLAS.

Prerequisites:

Participants must have a minimum of three months personnel/payroll experience and a basic knowledge of leave benefit rules and Employment History transactions.

Course: CLAS Refresher Training (1 Day)

CLAS Refresher covers a brief review of CLAS fundamentals with the primary focus involving the more advanced processes, such as state service, and leave benefits.

Prerequisites:

Participants must have either attended the CLAS Initial Training class, or have 2 years of CLAS experience and knowledge of leave benefit rules and Employment History transactions.

Should you have any questions regarding this letter, please contact Ron Hutcheson at (916) 445-6983, or via e-mail at rhutcheson@sco.ca.gov.

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